**Video 9: Modify or Cancel a LRAM Bill**

**Slide 1: Modify or Cancel a LRAM Bill**

**Slide 2:** You may need to “Modify” or “Cancel” a bill. If it’s created in LRAM, then you must “Modify” or “Cancel” it in LRAM. This is applicable to “Courtesy Statements” and “Accounts Receivable” bills. The modification or cancelation will interface to CBS in “real time” and once modified or canceled cannot be reversed.

If the bill is over a year old, you must contact one of the LRAM User Reps to “Modify” or “Cancel” the bill.

**Slide3:** The purpose of this video is to provide users with a step-by-step guide to modify or cancel a bill.

**Slide 4:** In this video, we’ll show you how to “Modify” a bill which means the “original” bill is canceled and a “new” bill created. We’ll also show you how to “Cancel” a bill.

**Slide 5: Demonstration 1: Modifying a Bill**

 “Log” into LRAM through the BLM Application Security System (BASS): <https://web.bass.blm.doi.net:8601/bass2/login.do?dispatch=preparePage>

Enter your “network” user login and password

Select the appropriate LRAM application – UAS-LRAM Production or UAS-LRAM Training

 LRAM Production is the “live” system – LRAM Training is the “practice” system

Select “continue” to get into the system.

Check the “Admin Office” to make sure you’re working in the correct office in case you manage data for more than one office.

Hover over the “Billing” button (upper left side of the screen) and click on the “Bill Search” button.

Enter the “search” criteria – either the “Authorization #”, “LRAM Bill #” or CBS Bill #”.

Click “Search”. The “Bill” “grid” will appear.

Click “Modify” (pencil icon) for the appropriate bill. The “Bill Summary” screen will appear.

To change the “Billing Period”, or the “Rate Information”.

Click the “Edit” pencil in the “Schedules” “grid”. The “Bill Schedule Information” screen will appear. Make the appropriate change(s) and click the “Update” button.

The “Bill Summary” screen appears. The “Status” (on the right side of screen) shows “Modification in process”.

Select a reason from the “drop down” in the “Reason” field. Enter a brief summary of why the modification is being performed, the date and your initials in the “Remarks” field.

Click the “Process” button; the “Status” changes to “Processed” (which means the modification interfaced to CBS canceling the “old” bill and creating the “new” bill).

The “CBS Status” shows the new “CBS bill #”. (If “CBS Status” does not show the new “CBS bill #” click the REFRESH button).

 To Change the “Acres” or “County”.

 Click the “Edit” pencil in the “Schedules” “grid”. The “Bill Schedule Information” screen will appear. Click “Land Information” (right side of the screen).

The “Land Distribution” screen appears.

To change the acreage, click the “Edit” pencil in the “State & County Distribution Information” “grid”. Make the change to the “County Acres” and click “Update” and the “Land Distribution” screen re-appears.

To Add a “County”.

Click on the “New Distribution” button. Select the appropriate “Geo State”, “County” and enter “County Acres”. Click “Create” and the “Land Distribution” re-appears.

Click the “Cancel” button and the “Bill Schedule Information” screen appears.

Click “Update” even if you did not make changes on this screen and the “Bill Summary” screen appears.

The “Bill Summary” screen appears. The “Status” (on the right side of screen) shows “Modification in process”.

Select a reason from the “drop down” in the “Reason” field. Enter a brief summary of why the modification is being performed, the date and your initials in the “Remarks” field.

Click the “Process” button; the “Status” changes to “Processed” (which means the modification interfaced to CBS canceling the “old” bill and creating the “new” bill).

The “CBS Status” shows the new “CBS bill #”. (If “CBS Status” does not show the new “CBS bill #” click the REFRESH button).

**Slide 6: Demonstration 2 - Canceling a Bill**

Navigation - Hover over the “Billing” button (upper left side of the screen) and click on the “Bill Search” button.

Enter the “search” criteria – either the “Authorization #”, “LRAM bill #”, or “CBS bill #.

Click “Search”. The “Bill” “grid” will appear.

Click the “Cancel” “Trash Can” icon for the appropriate bill.

The “Bill Summary” screen appears. The “Status” (on the right side of screen) shows “Processed”.

Select a reason from the “drop down” in the “Reason” field. Enter a brief summary of why the cancelation is being performed, the date and your initials in the “Remarks” field.

Click the “Delete” button; the “Status” changes to “Canceled” (which means the cancelation interfaced to CBS canceling the “old” bill).

The “CBS Status” shows the “old” “CBS bill #”.

**Slide 7: Conclusion**

The purpose of this video was to show you how to “Modify” a bill and how to “Cancel” a bill.

Now that you know how to modify and cancel bills, I’ll show you how to modify and cancel a paid bill.